

HRMS

Newsletter

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the HRMS Printed Form 5

The number of Forms 5 printed for every personnel action reported through the HRMS will be reduced from five to one.

Movements reported through OFIS are printed on both the "FROM" and "TO" side of the Form 5 but on the HRMS, movements are printed on only the "TO" side.

HRMS-generated Forms 5 are printed here in AAD at least twice a day.

Eliminated Fields on the HRMS

Tax exemptions, legal authority for the Form 5 action, position control/category, vets preference, Hawaii residence and work week code are examples of fields still in OFIS but not required on the HRMS.

Certification

Personnel transactions entered through the HRMS are certified by you. No more waiting for your AAD auditor to manually certify

transactions which do not meet the batch certification criteria.

"ERROR - Invalid position number. Please consult your classification sec"

Personnel transactions entered into OFIS references a position file which gives you an "Error" if the information for the position does not match the information in the HRMS. The position file is refreshed daily with position data that was entered into HRMS. Follow the instructions displayed in the Error message to resolve the discrepancy. If you are still unable to resolve the problem, contact your assigned auditor in AAD.



What is the data bridge?

A program used to transfer personnel transactions entered through OFIS over to the HRMS. The data bridge, when required, will convert certain personnel transactions to make them accepted

by the HRMS. For instance, separations entered through OFIS will have one day added to the effective date when crossing the bridge.

The HRMS currently contains...

personnel transactions effective 7/1/1997 for all employees who exist in OFIS. Employees who separated prior to 7/1/1997 or who did not have a personnel transaction effective on that day have an inserted 7/1/1997 conversion transaction.

HRMS Effective Dates of Separations

In OFIS, separations are reported using the c.o.b. effective date. The HRMS method uses start of business the following day. In short, all separations in the HRMS will be one day greater than the day entered in OFIS.

Correcting Key Fields through the HRMS



In OFIS, position number, effective date and NOA code fields cannot be changed/ corrected. In the HRMS, however, they can.

transfers

In OFIS, when an employee transfers to a different department, the previous personnel transactions are not accessible by the new department. In the HRMS, however, all personnel transactions become accessible to the new department

and inaccessible to the former department.

Transfers out (NOA codes 101-105 and 201) are not reported in the HRMS.

Departments currently using the HRMS:

Agriculture
Budget & Finance
Defense
Education
Governor's Office
Human Resources Dev.
Land & Natural Resources
Lt. Governor's Office

HRMS Users:

Please do not use double quotation marks (") in the comments section since the system recognizes it as a command causing the printing of the Forms 5 to bomb.



employee **Status** field——
HRMS captures both the employee's type of appointment and status. You will find this field in the Job Data 2 panel of the HRMS. Please maintain this field whenever personnel transactions are processed.

New Fields:

Abolish Date (Position Data 1 panel) The Abolish Date is a display-only field and is one day prior to what is entered in the Effective Date

field. (The effective date field should be based on the first day that the position is inactive.)

S-Term (Position Data HI panel) – Used to record special appointment attributes. Values are Floater, Seasonal, Substitute, Temporary As Needed, Vicing.

New Values for the **Shortage** Position Field:

Previously only Social Worker and Engineer positions had specific shortage codes. All other shortage positions were coded “OTH”. The new values for this field include specific coding for every shortage group. These values can be found in the drop down box in the Shortage Position field. We are in the process of inserting an 11/1/98 record to all shortage positions to convert to the new codes.



General Reminders:

- The effective date for abolishments is the first day that the position is inactive.
- Positions cannot be abolished if there is an incumbent in the position. Check to make sure that there are no incumbents in the position before abolishing it.
- Submit Organization Code changes on a timely basis. Be sure to include the effective date of the change which should be the effective date of the reorg.

More detailed procedures are currently being developed.



SF-1 Reminders:

- Use the *new* SF-1 form to make data entry easier.
- Be sure to include the effective date of all actions on the SF-1 form.
- Include the “From” and “To” for all changes such as NTE date changes, FTE changes, etc.
- Place your date stamp in a clear spot so it is easy to read and/or remember to complete item #14 with the Date Rec’d in the Personnel Office.